

NAME:  
WA #  
WP DATE  
WP REV#

0

RAC CONTRACT EPW-05-049  
CDM

TECHNICAL REVIEW  
REMEDIAL INVESTIGATION/FEASIBILITY STUDY OS

TASK NO. 1				PROJECT PLANNING AND SUPPORT			
	IGCE	WP	DIFF		IGCE	WP	DIFF
				TOTAL LABOR COSTS	122,021	155,166	33,145
				TRAVEL COSTS	0	2,171	2,171
P4	40	82	42	OTHER DIRECT COSTS	1,029	1,233	204
P3	360	865	505	EQUIPMENT COSTS	0	0	0
P2	640	475	(165)	SUBCONTRACT POOL	0	0	0
P1	200	12	(188)	TEAM SUB LABOR COST	0	0	0
T3	0	0	0	SUB OVERHEAD	0	0	0
T2	0	0	0	G&A	22,518	29,018	6,500
T1	0	16	16	BASE FEE	10,255	12,469	2,214
Team Subs	0	0	0	PROGRAM SUPPORT	7,012	0	(7,012)
PLOE	1240	1450	210				
Clerical	104	14	(90)	TOTAL ESTIMATE	162,835	200,057	37,222

WAM Review, Comments and Recommendations:

*[Signature]* 3/1/17  
Signed/Date

I included some my estimate in Tasks 14 & 15, which totals another \$11,306 for IGCE. I also assumed lower level than WP did. estimate acceptable. me

Project Officer Comments and Recommendations:

*Richard Braun* 3/1/17  
Signed/Date

Contractor included task 7, Risk Assessment, in task 1. ~~The~~ The IGCE for task 7 was \$17,431. When IGCE for tasks 7, 14, & 15 are added to task 1, IGCE becomes \$191,572 which is within 5% of ~~get~~ Work Plan amount. WP is acceptable.

3/1/2017

Copy of Copy of CFAC RIFS IGCE-2017 (mac1).xls

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TECHNICAL REVIEW  
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TASK NO. 2				COMMUNITY INVOLVEMENT			
	IGCE	WP	DIFF		IGCE	WP	DIFF
				TOTAL LABOR COSTS	20,919	20,873	(46)
				TRAVEL COSTS	0	892	892
P4	0	0	0	OTHER DIRECT COSTS	450	3,039	2,589
P3	0	148	148	EQUIPMENT COSTS	0	0	0
P2	240	0	(240)	SUBCONTRACT POOL	0	0	0
P1	0	0	0	TEAM SUB LABOR COST	0	0	0
T3	0	0	0	SUB OVERHEAD	0	0	0
T2	0	0	0	G&A	0	4,539	4,539
T1	0	16	16	BASE FEE	1,822	1,410	(412)
Team Subs	0	0	0	PROGRAM SUPPORT	1,044	0	(1,044)
PLOE	240	164	(76)				
Clerical	0	56	56	TOTAL ESTIMATE	24,234	30,753	6,519

WAM Review, Comments and Recommendations:

 3-1-17

Signed/Date

I did not have G&A on this spreadsheet. WP proposal acceptable me

Project Officer Comments and Recommendations:

 3/1/17

Signed/Date

When G&A of 18.3% is added to IGCE, IGCE increases by \$3,911 for a total of \$28,145. Price is reasonable compared to ~~section~~ IGCE.

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TECHNICAL REVIEW  
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TASK NO. 3				FIELD INVESTIGATION/DATA ACQUISITION			
	IGCE	WP	DIFF		IGCE	WP	DIFF
				TOTAL LABOR COSTS	73,772	69,475	(4,297)
				TRAVEL COSTS	28,500	14,118	(12,382)
P4	40	0	(40)	OTHER DIRECT COSTS	750	2,888	2,116
P3	104	53	(51)	EQUIPMENT COSTS	0	2,400	2,400
P2	640	519	(121)	SUBCONTRACT POOL	0	0	0
P1	0	223	223	TEAM SUB LABOR COST	0	0	0
T3	0	0	0	SUB OVERHEAD	0	0	0
T2	0	0	0	G&A	0	16,261	16,261
T1	0	0	0	BASE FEE	5,951	6,836	885
Team Subs	0	0	0	PROGRAM SUPPORT	4,814	0	(4,814)
PLOE	784	795	11				
Clerical	0	36	36	TOTAL ESTIMATE	111,786	111,956	170

WAM Review, Comments and Recommendations:

No field investigations are required for this WA.

 3-1-17  
Signed/Date

Project Officer Comments and Recommendations:

 3/1/17  
Signed/Date

G&A not added on this Task spreadsheet. This WP Task proposal acceptable.  
MC

When G&A of 18.3% is added to IGCE, IGCE increases by \$ 18,487 for a total of \$ 130,273. Work Plan price reasonable compared to IGCE.

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TECHNICAL REVIEW  
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TASK NO. 4				SAMPLE ANALYSIS			
	IGCE	WP	DIFF		IGCE	WP	DIFF
				TOTAL LABOR COSTS	28,433	0	(28,433)
				TRAVEL COSTS	0	0	0
P4	0	0	0	OTHER DIRECT COSTS	0	0	0
P3	20	0	(20)	EQUIPMENT COSTS	0	0	0
P2	300	0	(300)	SUBCONTRACT POOL	0	55,426	55,426
P1	0	0	0	TEAM SUB LABOR COST	0		0
T3	0	0	0	SUB OVERHEAD	0	2,383	2,383
T2	0	0	0	G&A	0	436	436
T1	0	0	0	BASE FEE	2,429	2,743	314
Team Subs	0	0	0	PROGRAM SUPPORT	1,389	0	(1,389)
PLOE	320	0	(320)				
Clerical	0	0	0	TOTAL ESTIMATE	32,250	60,988	28,738

WAM Review, Comments and Recommendations:

 3-1-17

Signed/Date

Project Officer Comments and Recommendations:

 3/1/17

Signed/Date

Task include subcontractor  
proposal. Contractor  
will need to submit this  
prior to work start  
Proposal Okay MC

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TECHNICAL REVIEW  
REMEDIAL INVESTIGATION/FEASIBILITY STUDY OS

TASK NO. 5				ANALYTICAL SUPPORT/DATA VALIDATION			
	IGCE	WP	DIFF		IGCE	WP	DIFF
				TOTAL LABOR COSTS	15,496	18,561	3,065
				TRAVEL COSTS	0	0	0
P4	24	2	(22)	OTHER DIRECT COSTS	0	160	160
P3	12	58	46	EQUIPMENT COSTS	0	0	0
P2	120	114	(6)	SUBCONTRACT POOL	0	0	0
P1	0	14	14	TEAM SUB LABOR COST	0	0	0
T3	0	0	0	SUB OVERHEAD	0	0	0
T2	0	0	0	G&A	0	3,426	3,426
T1	0	0	0	BASE FEE	1,184	1,617	433
Team Subs	0	0	0	PROGRAM SUPPORT	751	0	(751)
PLOE	156	188	32				
Clerical	0	12	12	TOTAL ESTIMATE	17,431	23,764	6,333

WAM Review, Comments and Recommendations:

 3-1-17  
Signed/Date

G&A Not included on IGCE  
Proposal acceptable  
MC

Project Officer Comments and Recommendations

 3/1/17  
Signed/Date

When G&A of 18.3% is added, IGCE increases by \$ 2,836 for a total of \$ 20,267.00  
Propose price is reasonable compared to IGCE.

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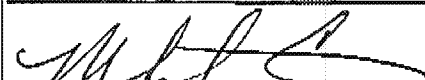
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RAC CONTRACT EPW-05-049  
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TECHNICAL REVIEW  
REMEDIAL INVESTIGATION/FEASIBILITY STUDY OS

TASK NO. 6				DATA EVALUATION			
	IGCE	WP	DIFF		IGCE	WP	DIFF
				TOTAL LABOR COSTS	23,834	20,245	(3,589)
				TRAVEL COSTS	0	0	0
P4	12	12	0	OTHER DIRECT COSTS	209	169	(40)
P3	40	78	38	EQUIPMENT COSTS	0	0	0
P2	200	90	(110)	SUBCONTRACT POOL	0	0	0
P1	0	19	19	TEAM SUB LABOR COST	0	0	0
T3	0	0	0	SUB OVERHEAD	0	0	0
T2	0	0	0	G&A	0	3,736	3,736
T1	0	0	0	BASE FEE	1,913	1,711	(202)
Team Subs	0	0	0	PROGRAM SUPPORT	1,168	0	(1,168)
PLOE	252	199	(53)				
Clerical	0	5	5	TOTAL ESTIMATE	27,124	25,861	(1,263)

WAM Review, Comments and Recommendations:

 3-1-17  
Signed/Date

OK  
me

Project Officer Comments and Recommendations:

 3/1/17  
Signed/Date

When G & A is added to IGCE, it increases by \$ 4,400 for a total of \$ 31,524. Proposed price reasonable compared to IGCE.

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TECHNICAL REVIEW  
REMEDIAL INVESTIGATION/FEASIBILITY STUDY OS

TASK NO. 7				RISK ASSESSMENT			
	IGCE	WP	DIFF		IGCE	WP	DIFF
				TOTAL LABOR COSTS	15,496	0	(15,496)
				TRAVEL COSTS	0	0	0
P4	24	0	(24)	OTHER DIRECT COSTS	0	0	0
P3	12	0	(12)	EQUIPMENT COSTS	0	0	0
P2	120	0	(120)	SUBCONTRACT POOL	0	0	0
P1	0	0	0	TEAM SUB LABOR COST	0	0	0
T3	0	0	0	SUB OVERHEAD	0	0	0
T2	0	0	0	G&A	0	0	0
T1	0	0	0	BASE FEE	1,184	0	(1,184)
Team Subs	0	0	0	PROGRAM SUPPORT	751	0	(751)
PLOE	156	0	(156)				
Clerical	0	0	0	TOTAL ESTIMATE	17,431	0	(17,431)

WAM Review, Comments and Recommendations:

*M. L. C.* 3-1-17  
Signed/Date

Contractor included this  
in Task #1.  
Estimate ok  
*ml*

Project Officer Comments and Recommendations

*Richard Braun* 3/1/17  
Signed/Date

See task 1 comments.

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RAC CONTRACT EPW-05-049  
CDMTECHNICAL REVIEW  
REMEDIAL INVESTIGATION/FEASIBILITY STUDY OS

TASK NO. 8				TREATABILITY STUDY/PILOT TESTING			
	IGCE	WP	DIFF		IGCE	WP	DIFF
				TOTAL LABOR COSTS	3,943	0	(3,943)
				TRAVEL COSTS	0	0	0
P4	0	0	0	OTHER DIRECT COSTS	37	0	(37)
P3	4	0	(4)	EQUIPMENT COSTS	0	0	0
P2	40	0	(40)	SUBCONTRACT POOL	0	0	0
P1	0	0	0	TEAM SUB LABOR COST	0	0	0
T3	0	0	0	SUB OVERHEAD	0	0	0
T2	0	0	0	G&A	728	0	(728)
T1	0	0	0	BASE FEE	334	0	(334)
Team Subs	0	0	0	PROGRAM SUPPORT	227	0	(227)
PLOE	44	0	(44)				
Clerical	0	0	0	TOTAL ESTIMATE	5,269	0	(5,269)

## WAM Review, Comments and Recommendations:

Signed/Date

## Project Officer Comments and Recommendations:

Signed/Date

Contractor included this  
under Task 4

OK

MC



NAME:  
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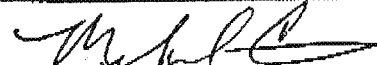
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RAC CONTRACT EPW-05-049  
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TECHNICAL REVIEW  
REMEDIAL INVESTIGATION/FEASIBILITY STUDY OS

TASK NO. 9				REMEDIAL INVESTIGATION REPORT			
	IGCE	WP	DIFF		IGCE	WP	DIFF
				TOTAL LABOR COSTS	0	0	0
				TRAVEL COSTS	0	0	0
P4	0	0	0	OTHER DIRECT COSTS	0	0	0
P3	0	0	0	EQUIPMENT COSTS	0	0	0
P2	0	0	0	SUBCONTRACT POOL	0	0	0
P1	0	0	0	TEAM SUB LABOR COST	0	0	0
T3	0	0	0	SUB OVERHEAD	0	0	0
T2	0	0	0	G&A	0	0	0
T1	0	0	0	BASE FEE	0	0	0
Team Subs	0	0	0	PROGRAM SUPPORT	0	0	0
PLOE	0	0	0				
Clerical	0	0	0	TOTAL ESTIMATE	0	0	0

WAM Review, Comments and Recommendations:

 3-1-17  
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Project Officer Comments and Recommendations

 3/1/17  
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TECHNICAL REVIEW  
REMEDIAL INVESTIGATION/FEASIBILITY STUDY OS

TASK NO. 10				REMEDIAL ALTERNATIVES SCREENING			
	IGCE	WP	DIFF		IGCE	WP	DIFF
				TOTAL LABOR COSTS	0	0	0
				TRAVEL COSTS	0	0	0
P4	0	0	0	OTHER DIRECT COSTS	0	0	0
P3	6	0	(6)	EQUIPMENT COSTS	0	0	0
P2	0	0	0	SUBCONTRACT POOL	0	0	0
P1	0	0	0	TEAM SUB LABOR COST	0	0	0
T3	0	0	0	SUB OVERHEAD	0	0	0
T2	0	0	0	G&A	0	0	0
T1	0	0	0	BASE FEE	46	0	(46)
Team Subs	0	0	0	PROGRAM SUPPORT	2	0	(2)
PLOE	6	0	(6)				
Clerical	0	0	0	TOTAL ESTIMATE	48	0	(48)

WAM Review, Comments and Recommendations:

 3-1-17  
Signed/Date

Spread Sheet error -  
accounted for in  
Task 1

Project Officer Comments and Recommendations

 3/1/17  
Signed/Date

NAME:  
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TECHNICAL REVIEW  
REMEDIAL INVESTIGATION/FEASIBILITY STUDY 05

TASK NO. 11				REMEDIAL ALTERNATIVES EVALUATION			
	IGCE	WP	DIFF		IGCE	WP	DIFF
				TOTAL LABOR COSTS	0	0	0
				TRAVEL COSTS	0	0	0
P4	0	0	0	OTHER DIRECT COSTS	0	0	0
P3	0	0	0	EQUIPMENT COSTS	0	0	0
P2	0	0	0	SUBCONTRACT POOL	0	0	0
P1	0	0	0	TEAM SUB LABOR COST	0	0	0
T3	0	0	0	SUB OVERHEAD	0	0	0
T2	0	0	0	G&A	0	0	0
T1	0	0	0	BASE FEE	0	0	0
Team Subs	0	0	0	PROGRAM SUPPORT	0	0	0
POE	0	0	0				
Clerical	0	0	0	TOTAL ESTIMATE	0	0	0

WAM Review, Comments and Recommendations:

 3-1-17

Signed/Date

Project Officer Comments and Recommendations:

 3/1/17

Signed/Date

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TECHNICAL REVIEW  
REMEDIAL INVESTIGATION/FEASIBILITY STUDY OS

TASK NO. 12				FS REPORT			
	IGCE	WP	DIFF		IGCE	WP	DIFF
				TOTAL LABOR COSTS	0	0	0
				TRAVEL COSTS	0	0	0
P4	0	0	0	OTHER DIRECT COSTS	0	0	0
P3	0	0	0	EQUIPMENT COSTS	0	0	0
P2	0	0	0	SUBCONTRACT POOL	0	0	0
P1	0	0	0	TEAM SUB LABOR COST	0	0	0
T3	0	0	0	SUB OVERHEAD	0	0	0
T2	0	0	0	G&A	0	0	0
T1	0	0	0	BASE FEE	0	0	0
Team Subs	0	0	0	PROGRAM SUPPORT	0	0	0
PLOE	0	0	0				
Clerical	0	0	0	TOTAL ESTIMATE	0	0	0

WAM Review, Comments and Recommendations:

 3-1-17  
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Project Officer Comments and Recommendations

 3/1/17  
Signed/Date

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TECHNICAL REVIEW  
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TASK NO. 13				POST RIFS SUPPORT			
	IGCE	WP	DIFF		IGCE	WP	DIFF
				TOTAL LABOR COSTS	0	0	0
				TRAVEL COSTS	0	0	0
P4	0	0	0	OTHER DIRECT COSTS	0	0	0
P3	0	0	0	EQUIPMENT COSTS	0	0	0
P2	0	0	0	SUBCONTRACT POOL	0	0	0
P1	0	0	0	TEAM SUB LABOR COST	0	0	0
T3	0	0	0	SUB OVERHEAD	0	0	0
T2	0	0	0	G&A	0		
T1	0	0	0	BASE FEE	0	0	0
Team Subs	0	0	0	PROGRAM SUPPORT	0		
PLOE	0	0	0				
Clerical	0	0	0	TOTAL ESTIMATE	0	0	0

WAM Review, Comments and Recommendations:

 3-1-17

Signed/Date

Project Officer Comments and Recommendations:

 3/1/17

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TASK NO. 14				ADMINISTRATIVE RECORD			
	IGCE	WP	DIFF		IGCE	WP	DIFF
				TOTAL LABOR COSTS	4,400	0	(4,400)
				TRAVEL COSTS	0	0	0
P4	0	0	0	OTHER DIRECT COSTS	40	0	(40)
P3	8	0	(8)	EQUIPMENT COSTS	0	0	0
P2	40	0	(40)	SUBCONTRACT POOL	0	0	0
P1	0	0	0	TEAM SUB LABOR COST	0	0	0
T3	0	0	0	SUB OVERHEAD	0	0	0
T2	0	0	0	G&A	0	0	0
T1	0	0	0	BASE FEE	364	0	(364)
Team Subs	0	0	0	PROGRAM SUPPORT	216	0	(216)
PLOE	48	0	(48)				
Clerical	0	0	0	TOTAL ESTIMATE	5,020	0	(5,020)

WAM Review, Comments and Recommendations:

 3-1-17  
Signed/Date

This was included  
in task 1  
cmc

Project Officer Comments and Recommendations

 3/1/17  
Signed/Date

See task 1 comments

NAME:  
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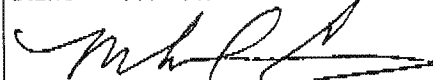
RAC CONTRACT EPW-05-049  
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TECHNICAL REVIEW  
REMEDIAL INVESTIGATION/FEASIBILITY STUDY OS

TASK NO. 15				WORK ASSIGNMENT CLOSEOUT			
	IGCE	WP	DIFF		IGCE	WP	DIFF
				TOTAL LABOR COSTS	5,679	2,353	(3,326)
				TRAVEL COSTS	0	0	0
P4	0	6	6	OTHER DIRECT COSTS	33	17	(16)
P3	20	8	(12)	EQUIPMENT COSTS	0	0	0
P2	20	6	(14)	SUBCONTRACT POOL	0	0	0
P1	0	0	0	TEAM SUB LABOR COST	0	0	0
T3	0	0	0	SUB OVERHEAD	0	0	0
T2	0	0	0	G&A	0	434	434
T1	0	0	0	BASE FEE	304	172	(132)
Team Subs	0	0	0	PROGRAM SUPPORT	271	0	(271)
PLOE	40	20	(20)				
Clerical	0	0	0	TOTAL ESTIMATE	6,286	2,976	(3,310)

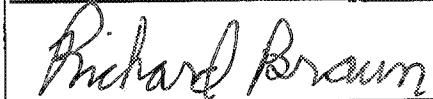
WAM Review, Comments and Recommendations:

Standard estimate for close out task.

 3-1-17  
Signed/Date

There was a spreadsheet  
error in original IGCE  
corrected on this sheet  
ME

Project Officer Comments and Recommendations

 3/1/17  
Signed/Date

Price reasonable  
compared to IGCE.

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TECHNICAL REVIEW  
REMEDIAL INVESTIGATION/FEASIBILITY STUDY OS

TOTAL ALL TASKS								
	IGCE	WP	DIFF		IGCE	WP	DIFF	
				TOTAL LABOR COSTS	313,993	286,673	(27,320)	
				TRAVEL COSTS	26,500	17,181	(9,319)	
P4	140	102	(38)	OTHER DIRECT COSTS	2,548	7,484	4,936	
P3	586	1,210	624	EQUIPMENT COSTS	0	2,400	2,400	
P2	2,360	1,204	(1156)	SUBCONTRACT POOL	0	55,426	55,426	
P1	200	268	68	TEAM SUB LABOR COST	0	0	0	
T3	0	0	0	SUB OVERHEAD	0	2,383	2,383	
T2	0	0	0	G&A	23,246	57,850	34,604	
T1	0	32	32	BASE FEE	25,784	26,958	1,174	
Team Sub	0	0	0	PROGRAM SUPPORT	17,643	0	(17,643)	
PLOE	3,286	2,816	(470)	PLI PREMIUM	0	0	0	
Clerical	104	123	19	TOTAL ESTIMATE *	409,714	456,355	46,641	


WAM Review, Comments and Recommendations:

 3-1-17  
Signed/Date

Spreadsheet error in task 15 corrected lower IGCE by \$37,000 to amount shown. M.C.

IGCE omitted ~~\$28,400~~ in G&A this would bring IGCE to \$437,817. This added to P.O. comment below brings W.P. proposal to acceptable amount. M.C.

Project Officer Comments and Recommendations:

for Work Plan  
\* The above Total Estimate does not include Program Support Allocation of 4.5% that adds 127 hours and \$ 17,791 and raises total estimated cost to : \$ 474,147.  
 3/1/17  
Signed/Date

Proposed price of Work Plan is \$ 474,147; IGCE = \$437,817; difference of \$ 36,330 ~~is~~ is approximately 8% greater than IGCE and is considered reasonable.



REQUISITION				PROCUREMENT REQUEST NO. PR-R8-17-00125	
1. NAME, PHONE NUMBER, AND ROUTING SYMBOL OF PERSON TO CONTACT Danette Quick/406-457-5010				REQUISITION DATE 03/09/2017	
3. ORIGINATING OFFICE DATA U.S. EPA Region 8				2. TYPE OF REQUEST (Check one) A. <input checked="" type="checkbox"/> NEW REQUEST B. <input type="checkbox"/> CHANGE TO PENDING PR NO. _____ C. <input type="checkbox"/> MODIFICATION TO CONTRACT OR ORDER NO. _____	
4. ADDITIONAL INFORMATION (Suggested supply sources, security data, etc.)					
5. APPROVALS				6. CONSIGNEE AND DESTINATION	
APPROVING OFFICIALS (A)	ROUTING SYMBOL (B)	DATE (C)	INTERNAL ROUTING		
			INITIALS (D)	ROUTING SYMBOL (E)	
(1) AUTHORIZED REQUISITIONER Danette Quick	ROGRAM OFF	03/22/2017			SRRPOD US Environmental Protection Agency William Jefferson Clinton Building 1200 Pennsylvania Avenue, N. W. Mail Code: 3805R Washington DC 20460
(2) Financial Interface	COTS	03/22/2017			
(3) Kendra Wilborn	ROGRAM OFF	03/22/2017			7. DATE(S) REQUIRED 03/31/2017
(4)					8. GOVERNMENT FURNISHED PROPERTY <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO (If "yes," see par. 8 of instructions on next page.)
9. DESCRIPTION OF ITEMS OR SERVICES					
ITEM NO. (A)	ITEM OR SERVICE (Include Specifications and Special Instructions) (B)	QUANTITY (C)	UNIT (D)	ESTIMATED COST	
				UNIT (E)	AMOUNT (F)
0001	Brand Name: N # of Reqs: 1 Rec Proc Method: EXISTING CONTRACT Alt COR/P.O.: Jodi Powell FOB: Destination  Region 8 RAC Contract; CDM Smith; #EP-W-05-049 Work Assignment 359-RSBD-A882 Anaconda Aluminum Columbia Falls OU 1 RI/FS Oversight  Accounting Info: 16-TD-8ALOP-303DD2-2505-C001-178ALPV825-001 BFY: 16 Fund: TD Budget Org: 8ALOP Program (PRC): 303DD2 Budget (BOC): 2505 Job #: A882BD01 Cost: C001 DCN - Line ID: 178ALPV825-001 Funded: \$46,355.00 Accounting Info: 17-T-8ALOP-303DD2-2505-C001-178ALPV825-002 BFY: 17 Fund: T Budget Org: 8ALOP Program (PRC): 303DD2 Budget (BOC): 2505 Job #: A882BD01 Cost: C001 DCN - Line ID: 178ALPV825-002 Funded: \$53,645.00				100,000.00
				TOTAL ESTIMATED COST \$100,000.00	
10. ACCOUNTING DATA See Schedule					

## INSTRUCTIONS FOR PREPARATION OF PROCUREMENT REQUEST (PR)

- GENERAL** - Leave upper right hand corner blank. These spaces are for procurement office use. Complete all applicable blanks.  
NAME, PHONE NUMBER AND ROUTING SYMBOL  
of person to contact concerning this request.
- ITEM 1** - justification should be attached to the PR. The justification should state why expedited handling is necessary and the probable results if the indicated delivery date(s) is not met.
- ITEM 2** - **TYPE OF REQUEST**  
A. Check "New Request" if this is an initial request.  
B. If this is a change to a pending PR, check and enter PR number assigned by procurement office.  
C. If PR is for modifying an existing order or contract, check box, and enter order or contract number assigned by procurement office.
- ITEM 3** - **ORIGINATING OFFICE DATA.** Enter any internal data needed by the office preparing the PR, such as internal PR number, project or task number etc.
- ITEM 4** - **ADDITIONAL INFORMATION.** Use this space to indicate suggested sources of supply, any applicable security classification, or for other instructions or data.  
  
If the items or services are proposed to be obtained from only one source of supply, furnish a "sole source" justification with the PR.
- ITEM 5** - **APPROVALS.**  
COL.A\_APPROVING OFFICIALS. Enter typed name and title for approving officials as indicated below:  
  
(1) Authorized Requisitioner. Signature of person authorized to approve request for procurement action.  
  
(2) - (4) For use as may be required by local instructions.  
  
COL.B\_ROUTING SYMBOL. Self-explanatory  
COL.C\_DATE. Give date of approval.  
COL.D AND COL.E\_INTERNAL ROUTING. Use these blocks only if internal review and intermediate approvals are required by approving officials.
- ITEM 6** - **CONSIGNEE AND DESTINATION** Enter the name of the consignee and address location where requested items are to be delivered or services are to be performed.  
  
If shipments are to be made to more than one destination, enter words "Multiple Destinations" in this block, and attach a list of the consignee address where shipments are to be made.
- ITEM 7** - **DATE(S) REQUIRED.** Enter the date(s) that re-requested items are required. Do not use "as soon as possible" or similar terms. When the requested items and/or services are required sooner than the normal procurement lead-time would permit, a written
- ITEM 8** - **GOVERNMENT FURNISHED PROPERTY.** If "Yes" is checked, describe each item to be furnished by the Government and state its acquisition cost (estimated if unattainable), and state the use to be made of the item(s) by the contractor.
- ITEM 9** - **DESCRIPTION OF ITEMS OR SERVICES**  
  
COL.A\_\_ITEM NO. Enter item numbers in numerical sequence.  
  
COL.B\_\_ITEM OR SERVICE. Identify applicable specifications, drawings, and purchase descriptions, and attach a copy of each. Provide Federal Stock Numbers if known and manufacturer's part number, if applicable.  
  
If a brand name or equal product, state the commercial brand name and model, and set forth those characteristics essential to Government needs.  
  
Furnish any special shipping and routing instructions, and any preservation, packaging, packing, and marking instructions.  
  
Furnish any other instructions, such as inspection and testing requirements  
  
COL.C\_QUANTITY. Enter the quantity of each item requested.  
  
COL.D\_UNIT. The measure such as "each", or "set"  
  
COL.E\_ESTIMATED UNIT COST. Use the most current price available, i.e., the reasonable "going market price," as may be obtainable from commercial catalogs, price lists, bulletins, reports, trade journals and the like.  
  
If the requested item or service has been previously procured, and no other more current pricing data is available, use last known purchase price.  
  
COL.F\_ESTIMATED TOTAL COST. Enter the total estimated cost for each item and grand total cost for all items.
- ITEM 10** - **ACCOUNTING DATA.** Enter the appropriations(s) under which funds have been made available, and any other accounting data required.